

Chief, Records Management Division

Chief, Administrative Staff, Office of Logistics

Agency Notice [REDACTED]

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1. A meeting regarding the above notice was held on 16 February 1955 in Room 1C-47 Quarters Eye, attended by the following:

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[REDACTED], Assistant Management Officer, DD/S Area  
[REDACTED], Chief, Records Management Division,  
[REDACTED], Management Staff  
[REDACTED], Management Division, Management Staff  
[REDACTED], Administrative Staff, Office of Logistics  
[REDACTED], Chief, Management Assistance Branch,  
[REDACTED], Administrative Staff, Office of Logistics  
[REDACTED], Chief, Records and Services Branch, Admin-  
istrative Staff, Office of Logistics

2. In view of the fact that the referenced notice was published without formal coordination with the Office of Logistics and without working level coordination with the Office of Logistics Area Records Officer, and in order that the Agency Records Management Officer may effectively discharge his responsibility under the requirements of GSA Regulation 1-111-204, it was understood that consideration will be given by Records Management Division to the following:

a. Utilization of existing procedure as outlined in Regulation No. [REDACTED] for handling of letter and legal-size filing equipment as regulated or controlled material.

b. Responsibility for certifying to proper utilization be placed with the Office head for redelegation within the Office as considered feasible.

3. Under existing Notice [REDACTED] required certification by the Office of Logistics Area Records Officer will be based upon certification of Division and Staff Chiefs within this Office; and knowledge of effective utilization within the limits of physical capability, a progressive disposition program, and the limitations imposed by security and office space considerations.

4. The question of certification of the Assistant Classification Control Officer prior to retirement of records, which is required by Form No. 140 dated 1 October 1954, was also discussed at this meeting.

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*Edm.*

It was understood that Form No. 140 is being revised to modify this requirement. Pending modification of Form No. 140, and in the interest of facilitating retirement of records, the Office of Logistics is omitting this certification.

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OL/AS/RAS/GM:vhm (24 February 1955)

Distribution:

25X1A9a      Orig & 1 - Addressed  
              1 - OL/Official File  
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              1 - OL/AS/TAS  
              1 - OL/SS (see paragraph 4)